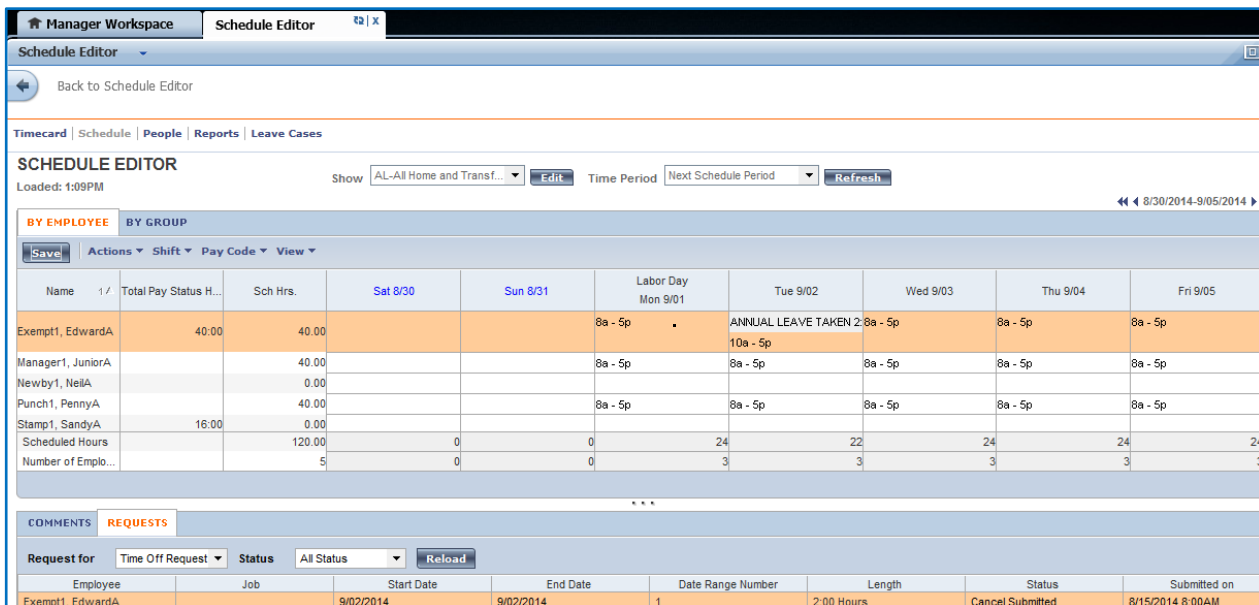


Cancel Time Off Request and Restore Schedule from Schedule Editor

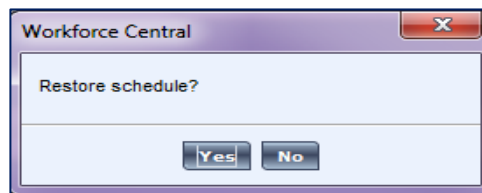
When a request for time off is approved, the time is added to the employee's timecard and schedule. If the request is later cancelled, the Manager must approve the cancellation and restore the original schedule, particularly if the request was for a partial day.

- 1 An alert is received for the cancellation of a time off request. Select **Related Items>Schedule Editor**. **Note:** the request cancellation can be approved by selecting the alert icon and opening the **Manager My Requests** page. However, the schedule must then be corrected from the **Schedule Editor**.
- 2 From **Schedule Editor**, select the correct time period from the **Time Period** drop-down. Open the **Requests** tab at the bottom of the page.
- 3 Choose **Time Off Requests** from the **Request For** drop-down, then the **Reload** button. Any time off requests for the selected time period will display.
- 4 Highlight the row with the cancelled request and right-click. Select **Cancel Approved** from the menu that displays.



The screenshot shows the 'Schedule Editor' window. At the top, there's a 'Manager Workspace' tab and a 'Schedule Editor' sub-tab. Below this is a navigation bar with 'Timecard', 'Schedule', 'People', 'Reports', and 'Leave Cases'. The main area is titled 'SCHEDULE EDITOR' and includes a 'Show' dropdown set to 'AL-All Home and Transf...', an 'Edit' button, a 'Time Period' dropdown set to 'Next Schedule Period', and a 'Refresh' button. Below this is a table with columns for 'Name', 'Total Pay Status H...', 'Sch Hrs.', and days from 'Sat 8/30' to 'Fri 9/05'. The table lists several employees, including 'Exempt1, EdwardA', 'Manager1, JuniorA', 'Newby1, NeilA', 'Punch1, PennyA', and 'Stamp1, SandyA'. At the bottom, there's a 'REQUESTS' tab with a 'Request for' dropdown set to 'Time Off Request', a 'Status' dropdown set to 'All Status', and a 'Reload' button. Below this is a table with columns for 'Employee', 'Job', 'Start Date', 'End Date', 'Date Range Number', 'Length', 'Status', and 'Submitted on'. The table shows a request for 'Exempt1, EdwardA' on '9/02/2014' with a status of 'Cancel Submitted'.

- 5 The message below displays. Select **Yes** to restore the schedule.



The screenshot shows a 'Workforce Central' dialog box with a title bar and a close button. The main text area says 'Restore schedule?'. At the bottom, there are two buttons: 'Yes' and 'No'.

- 6 The original schedule has now been restored. **Save** the page.

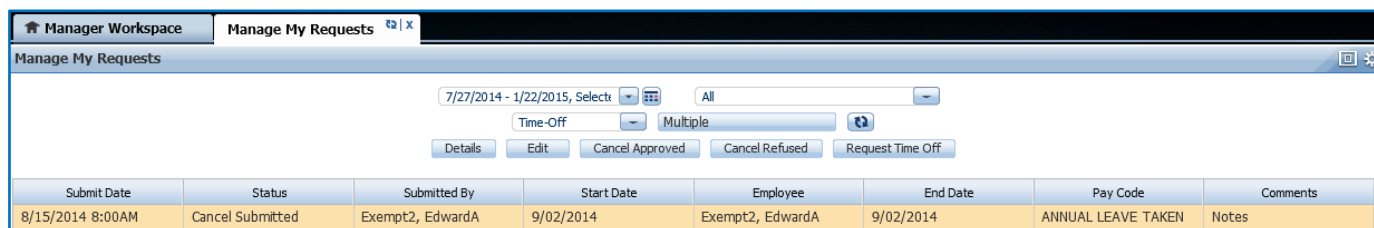
BY EMPLOYEE		BY GROUP	
Name	1/	Total Pay Status H...	Sch Hrs.
Exempt1, EdwardA		40.00	40.00
Manager1, JuniorA			40.00
Newby1, NeilA			0.00
Punch1, PennyA			40.00
Stamp1, SandyA		16.00	0.00

Cancel Time Off Request with Restore Schedule

Cancel Time Off Request and Restore Schedule from Manage My Requests

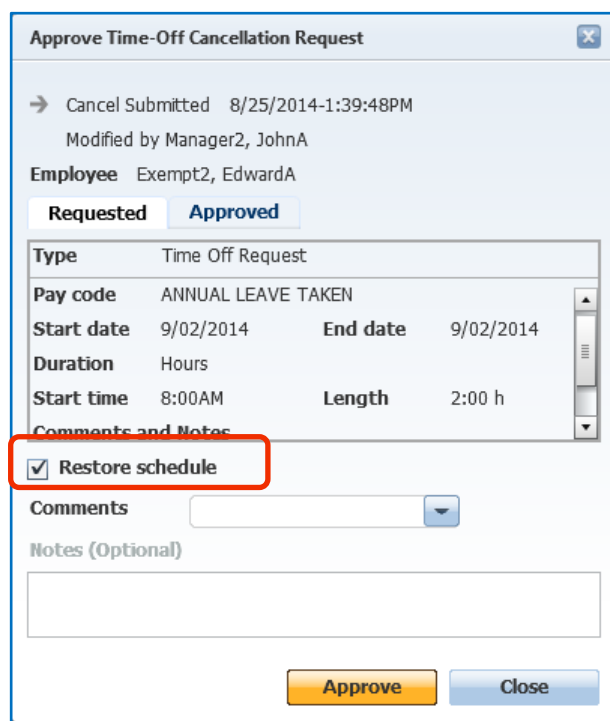
Once the employee has submitted a cancellation for a time off request, the cancellation may also be approved from the **Manage My Requests** widget.

- 1 Select the appropriate time period.
- 2 Highlight the row with the cancelled request.



Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
8/15/2014 8:00AM	Cancel Submitted	Exempt2, EdwardA	9/02/2014	Exempt2, EdwardA	9/02/2014	ANNUAL LEAVE TAKEN	Notes

- 3 Select the **Cancel Approved** button. The window below displays.



Approve Time-Off Cancellation Request

→ Cancel Submitted 8/25/2014-1:39:48PM
Modified by Manager2, JohnA
Employee Exempt2, EdwardA

Requested **Approved**

Type Time Off Request
Pay code ANNUAL LEAVE TAKEN
Start date 9/02/2014 End date 9/02/2014
Duration Hours
Start time 8:00AM Length 2:00 h
Comments and Notes

☒ Restore schedule

Comments
Notes (Optional)

Approve Close

- 4 Select the **Restore Schedule** check box to restore the employee's original schedule.
- 5 Click the **Approve** button.

The request will now be removed from the employees timecard and schedule.

In addition, the employee's original schedule will be restored.

BY EMPLOYEE		BY GROUP								
Name	1 /	Total Pay Status H...	Sch Hrs.	Sat 8/30	Sun 8/31	Labor Day Mon 9/01	Tue 9/02	Wed 9/03	Thu 9/04	Fri 9/05
Exempt1, EdwardA		40:00	40:00			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
Manager1, JuniorA			40:00			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
Newby1, NeilA			0:00							
Punch1, PennyA			40:00			8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
Stamp1, SandyA		16:00	0:00							